Mission Tracking Program Manual

A Steel Knight Production

The purpose of this manual is to assist the user, to track accomplishments.

Introduction

The purpose of this program is to provide a simple functional program to track a mission. This mission can be unlimited in scope. The program has a one-hundred thousand entry limit. I do not foresee this ever being a critical issue. If you "the user" has any comments or suggestions for improvements please email them to me. I withhold the design master and am the only one that can make a change, without a total reconstruction.
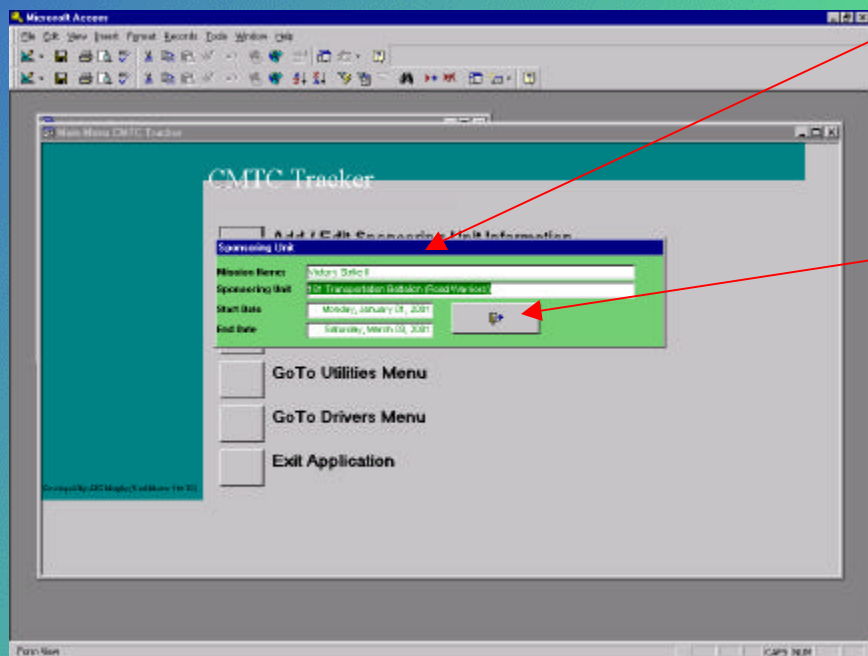
Enjoy SFC Murphy

This is the opening screen.
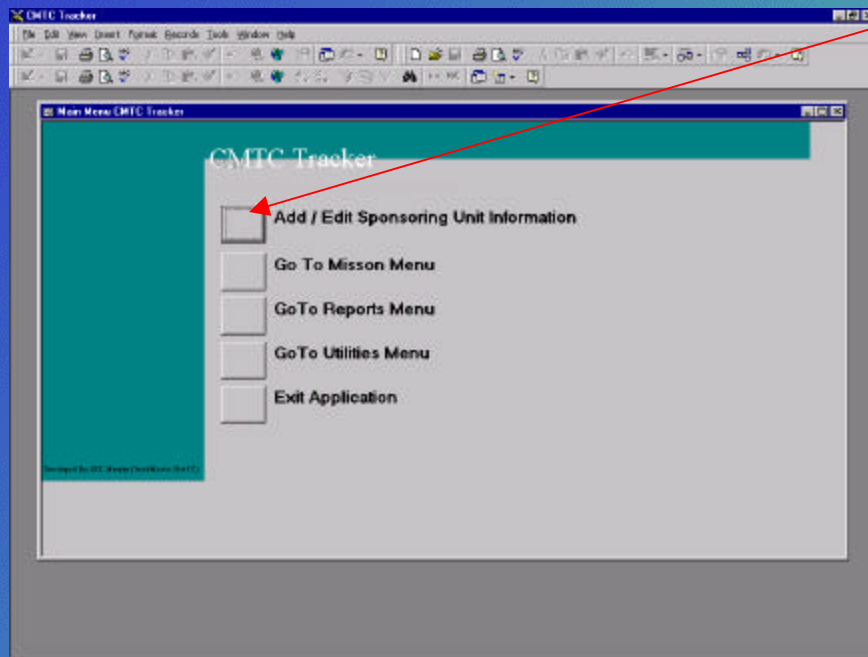
1st Step is to ensure the sponsoring unit information is correct. Reason for this is this unit name, and mission name will be automatically placed on the header of each report.


Step two, fill in the information. Mission name, Unit name, Start Date on the Rotation, Last Date of Rotation.

The exit Icon will appear throughout this program. Clicking it will close the immediate window.

Setup Continues
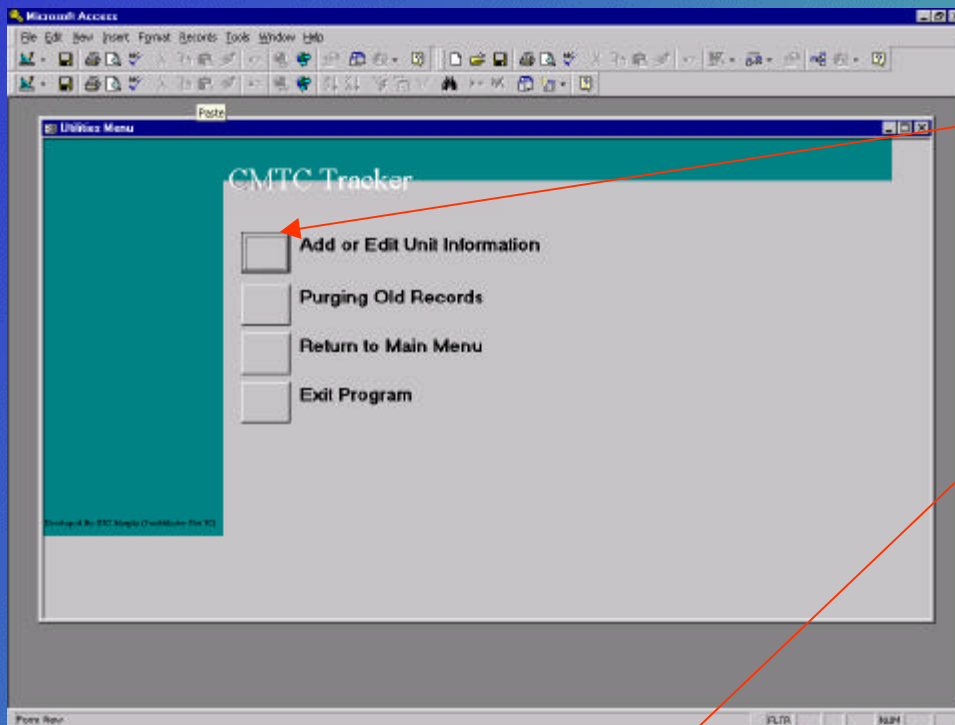
Step three, ensure the taskable units are correct. This is located in the Utilities menu of the program. Navigate their by clicking the *Utilities Button* on the main menu.
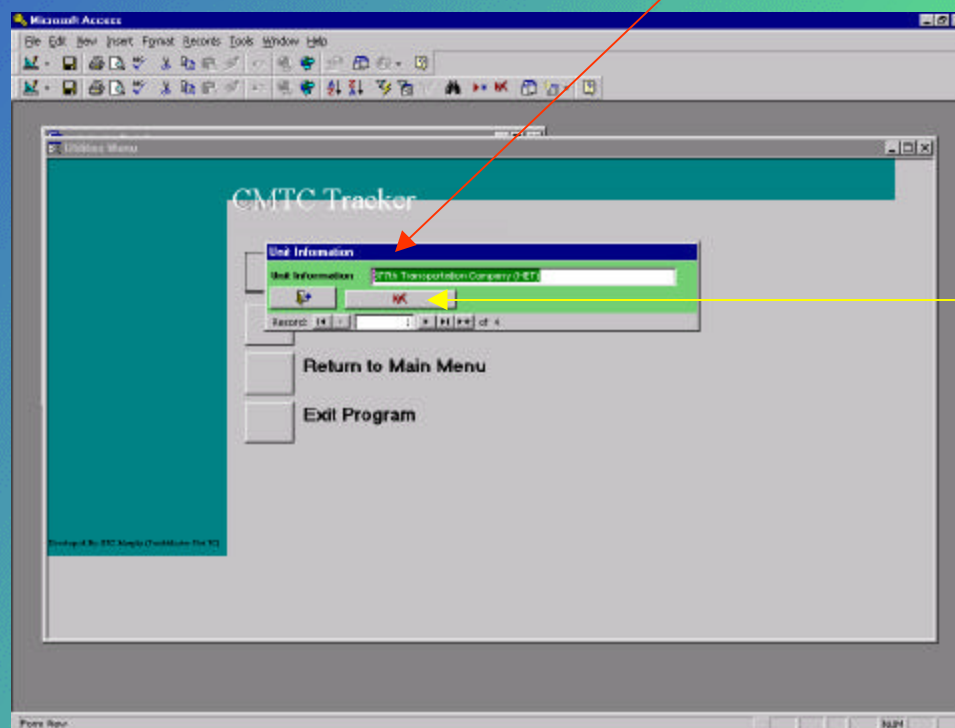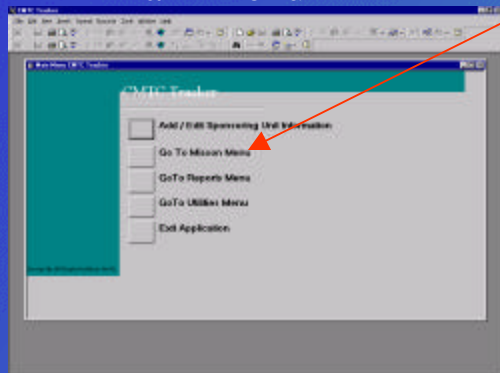
Note: You also can delete units by hitting the delete button

Once you have set the program up. You are ready to Add Missions, Add Drivers Names, Purge Old Records, Edit/Close-out Missions, or Print Reports to issue to higher headquarters. I will explain all of these in greater detail.
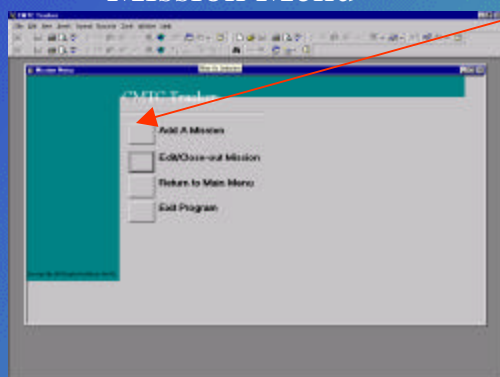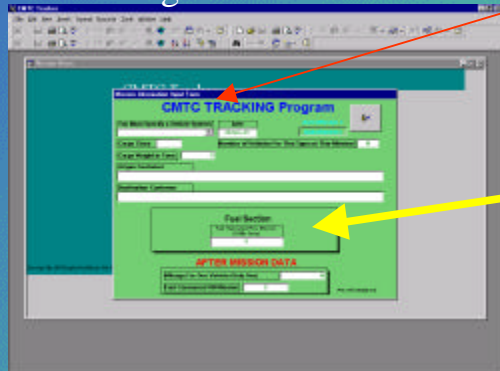
Adding Missions

Main Menu

At the Main Menu, click on the *"GoTo Mission Menu"*,

Mission Menu

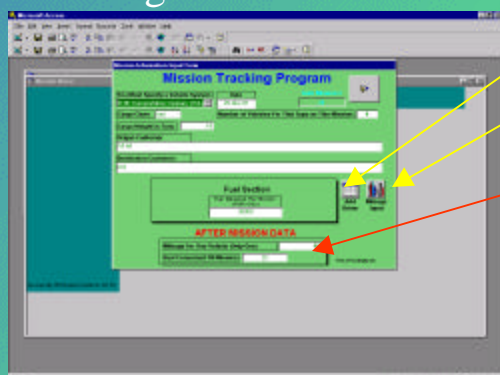At the Mission Menu, click on the *"Add A Mission ",*

Adding A New Mission

This is the Add A Mission Screen. Use this screen to input a new mission.

NOTE: If the unit is a fuel unit , this information will be indicated in a separate area

Editing an Old Mission

NOTE: You can also, add a driver, or input drivers miles, by selecting the appropriate button.

This is the Edit A Mission Screen. Use this screen to edit an existing mission. This will be done for all mission to finalize the fuel used, miles driven, and actual fuel delivered. Moreover, on can edit the weight, cargo description et cetra.
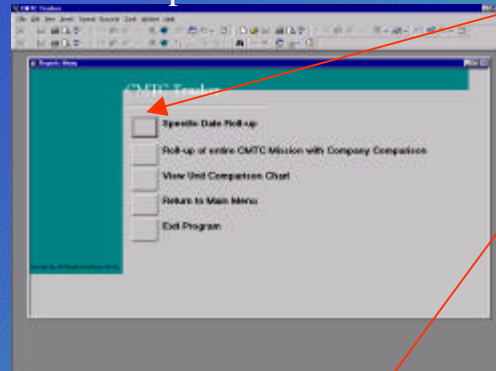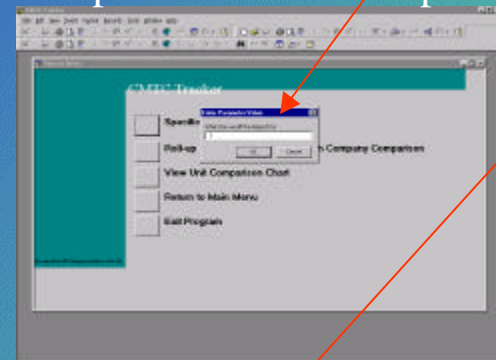
Printing Reports

Main Menu
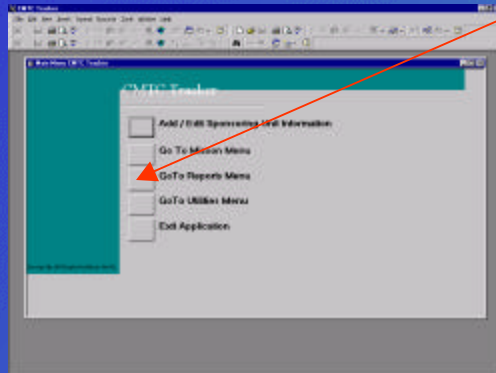
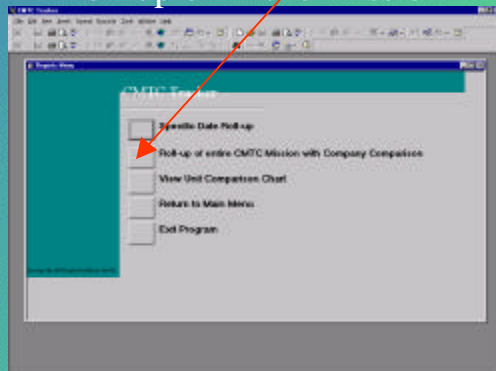At the Main Menu, click on the *"GoTo Reports Menu"*,

Reports Menu

At the Reports Menu, click on the *"Specific Day Roll-up"* button. At this point the program will ask for *"What Date"* this is the date of the report that you want. The date must be put-in, dd-mmm-yy.

Specific Date Roll-up
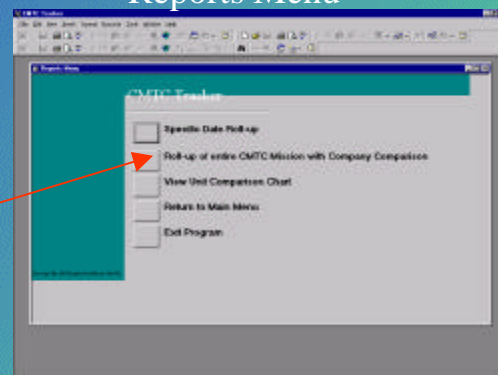
The *"Roll-up of entire Mission with Company Comparison"*
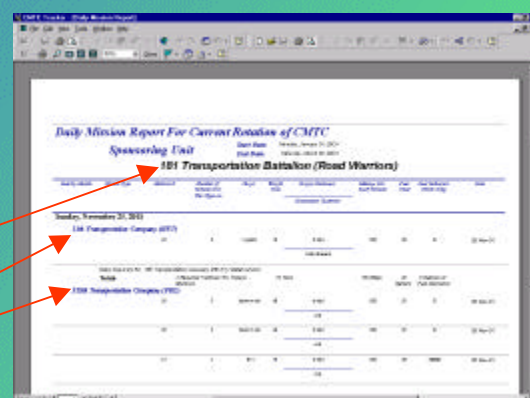
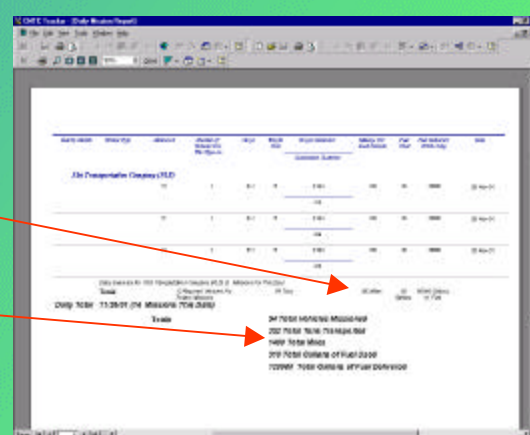**Roll-up of Entire Mission**

Reports Continued

The "*Roll-up of entire Mission with Company Comparison*"

The "*Roll-up of entire Mission with Company Comparison*"
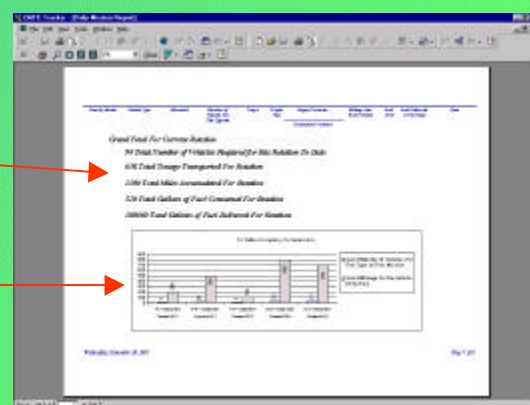

This roll specifies the sponsoring unit.

This roll sections it by unit.

Gives a by Unit Roll-up per day.
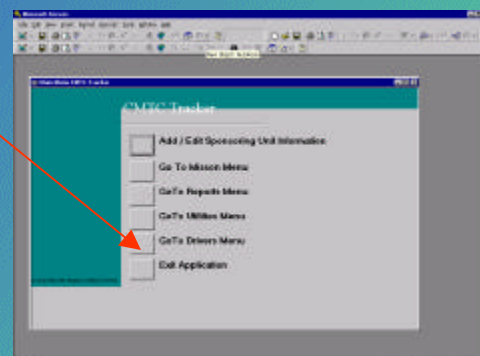
Total Roll-up of all units per day.

Total Roll-up of all units from start of Mission, to date.

Company Comparison Chart by, amount of missions pulled, and miles driven.

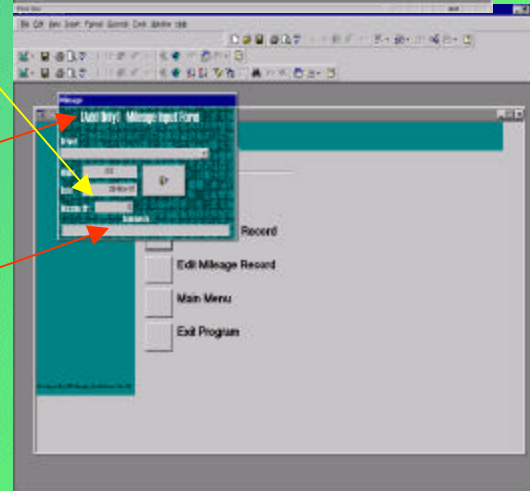# Drivers Menu

At the Main Menu, click on the *Drivers Menu.*

At the Driver Menu, click on the *Add Drivers Button.* Add the driver's name, rank first. Use the *"tab"* button to navigate through the menu, and add as many drivers as you wish there is no limit to the number of drivers.
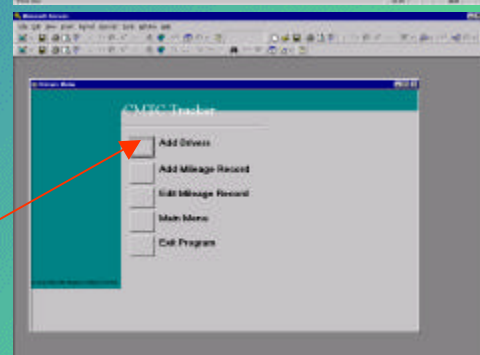
NOTE: The default day is the current date of the computer, ensure it is accurate per the mission!
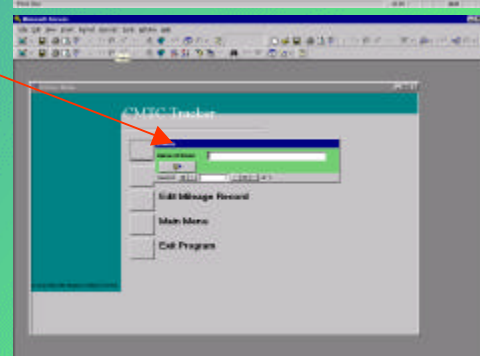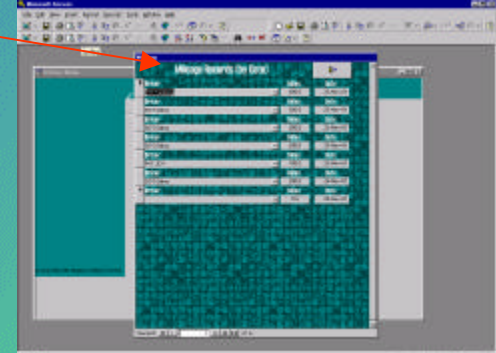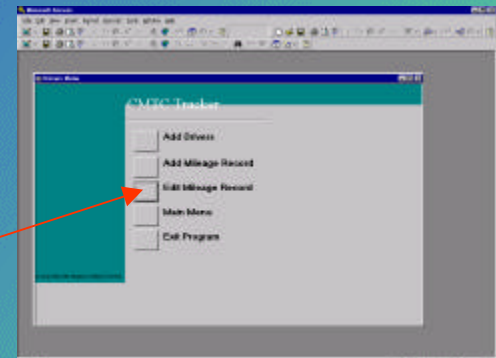
At the Driver Menu, click on the *Add Mileage Record"* button. Add the driver's mileage, using the pull down menu. You will notice the drivers name that you inputted earlier, in the *"Add Driver Menu". Just click on the driver. Note: You can add as many mileage records you want, even the same driver multiple times per day. Add comments and mission number to further explain the entry, I.e. multiple entries in the same day et cetra.*

Drivers Menu Continued

At the Driver Menu, click on the *Edit Mileage Record.* This selection will allow you to edit and change current existing mileage records. **Note:** Do not be alarmed when you see a soldier entered many times. This is a record every occurrence the driver has been on the road.


To Delete A Driver

At the Driver Menu, click on the *Edit Mileage Record.* This selection will allow you to edit and change current existing mileage records, In addition to all this, **YOU CAN DELETE UNWANTED DRIVERS. CLICKING ON THE DELETE BUTTON NEXT TO EACH RECORD!**
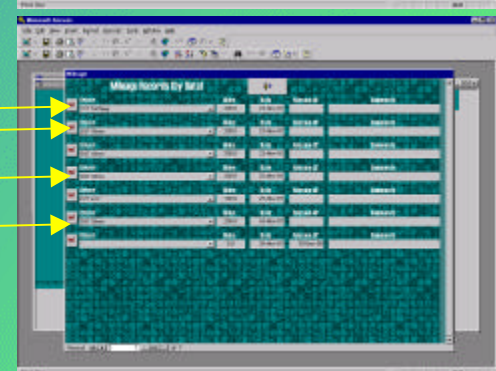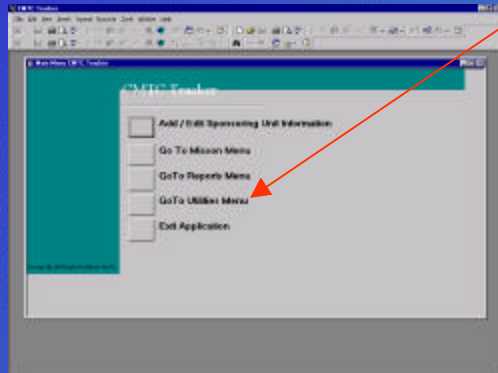

At the Report Menu, click on the *Mileage Report for Drivers,* button in you will get a roll-up of the entire drivers data and mileage.
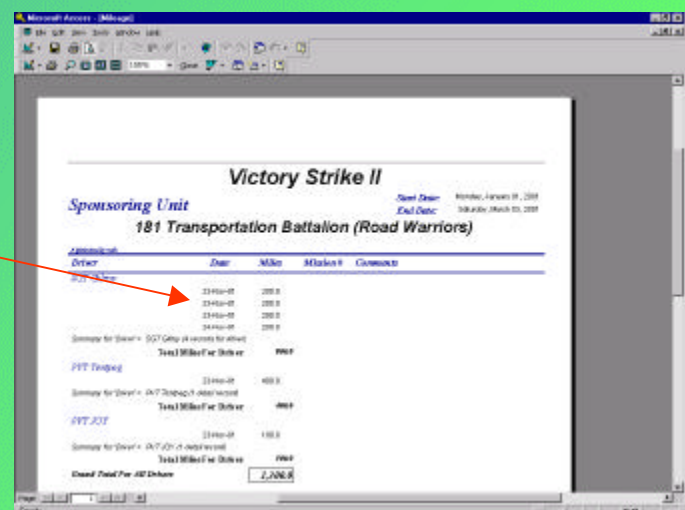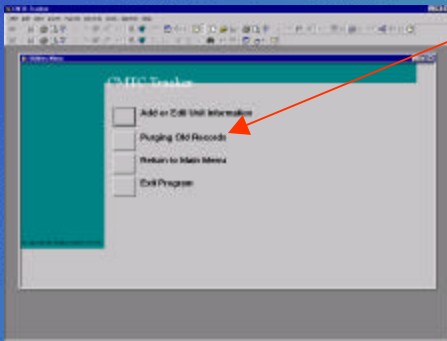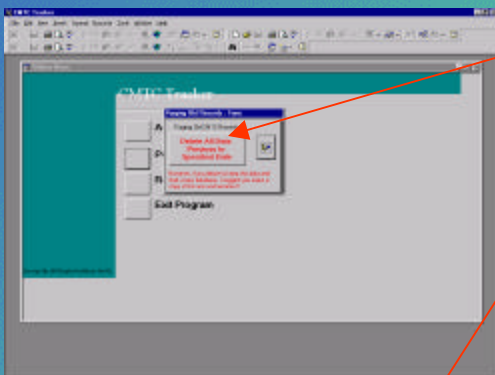
Purge Old Records

Main Menu

At the Main Menu, click on the *"GoTo Mission Menu"*,

Utilities Menu

At the Utilities Menu, click on the *Purging Old Records.*

When the button is clicked, a warning screen, will appear.

Choose **YES**, if this is what you want to do!

NOTE: If this window will ask *"Previous Date to What"* Date format will be dd-mmm-yy, This will delete all records previous to the date you set. **This will be Permanent!!!!**